



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON HESSEN  
UNIT 20193, BOX 0001  
APO AE 09165-0001

REPLY TO  
ATTENTION OF

IMEU-HAN-MW

JUN 5 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 5 - 1, Approval of Nonappropriated Fund (NAF) Recruitment Actions


1. REFERENCE: AR 215-3, Nonappropriated Funds Personnel Policy, 29 Aug 03.
2. PURPOSE: This policy establishes approval authorities for initiation of NAF personnel recruitment actions.
3. APPLICABILITY: This policy is applicable to all NAF activities within the United States Army Garrison Hessen and applies to recruitment of full and part-time positions.
4. POLICY:
  - a. Authority to approve NAF personnel recruitment actions is as follows:
    - (1) Approval authority for all recruitment actions in overhead (R code), Category A, and B (less Child Developmental Services) activities for positions graded NF2 or higher is the DMWR, USAG Hessen.
    - (2) Approval authority for all recruitment actions in Army Lodging Fund Activities for positions NF3 or higher is the DMWR, USAG Hessen.
    - (3) Approval authority for all recruitment actions in Child Development Services for positions NF3 or higher is the DMWR, USAG Hessen.
    - (4) Approval authority for all other Child Development Services recruitment actions is the Indirect Reporting Garrison DMWR in conjunction with their Director, Child and Youth Services.
    - (5) Approval authority for all other NAF recruitment actions is the Indirect Reporting Garrison DMWR.
  - b. For all recruitment actions which require USAG Hessen DMWR approval, Indirect Reporting Garrison DMWR's will submit an email copy furnishing their respective Garrison Commanders to the DMWR USAG Hessen indicating that the Indirect Garrison Commander has approved the recruitment.

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c. All recruitment actions will electronically routed from the Indirect Reporting Garrison DMWR to FMD, USAG Hessen. FMD is responsible for obtaining Garrison DMWR or CYS approvals as appropriate.

5. Point of contact for this policy is the DMWR, USAG Hessen, DSN 322-1350.

  
HERMAN WILLIAMS III  
COL, MP  
Commanding

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